# LOUISIANA PERFORMANCE ACCOUNTABILITY SYSTEM (LaPAS)

MANAGEWARE

## Guidelines for Designation of Data Entry Users and Approval Authority Users

To support the implementation of performance-based budgeting, department heads are required to designate data entry and data approval authority users for the Louisiana Performance Accountability System (LaPAS). The Office of Planning and Budget (OPB) issues secure IDs, which allow access to the system for quarterly performance progress reporting, to these designated users. Guidelines for designating LaPAS data entry and approval authority users include:

- LaPAS data entry responsibility and LaPAS approval authority responsibility should be assigned to different individuals. Although a LaPAS approval authority ID includes data entry capability as well as approval capability, separation of data entry and approval functions promotes a check and review of performance information.
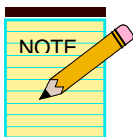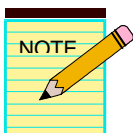
  NOTE Departments with multiple budget units may elect to consolidate data entry and approval at the department level or decentralize data entry and approval at the budget unit level. (Budget unit level is the lowest level at which LaPAS data entry IDs are issued by the OPB.) However, there must be a department performance coordinator who bears ultimate responsibility for performance accountability and reporting.

- More than one individual should be designated to enter data into LaPAS to ensure data entry backup capability. Since a secure ID is issued to each LaPAS user, shared use of IDs and passwords is discouraged. However, requests for data entry user IDs must be held to a reasonable number, generally no more than two per budget unit.
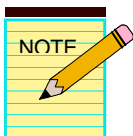
  NOTE Departments with multiple budget units may consolidate data entry at the department level or decentralize data entry at the budget unit level. Budget unit level is the lowest level at which LaPAS data entry IDs are issued by the OPB.

- The person designated to approve quarterly performance progress reports in LaPAS should have authority to declare that the information reported is official. The approval authority also bears responsibility for the timeliness and accuracy of the quarterly reports.

  NOTE Departments with multiple budget units may consolidate data approval authority at the department level or decentralize data approval authority at the budget unit level. Budget unit level is the lowest level at which LaPAS data

entry IDs are issued by the OPB. To ensure backup capacity, a large department with decentralized data approval authority may designate a departmentwide approval authority who can approve data for a budget unit when the regular budget unit approval authority is unavailable.   This departmentwide backup authority generally should be the departmentwide performance coordinator.

Typical approval authority designees are department undersecretaries (or equivalent positions) or, for departments with decentralized approval authority, assistant secretaries (or equivalent positions).

NOTE
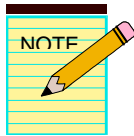
For agencies in the Executive Department (Budget Schedule 01), Special Schools and Commissions (Budget Schedule 19B–Other Education), and Ancillary Agencies (Budget Schedule 21), each agency head should designate LaPAS data entry and approval authority users for the agency.

NOTE
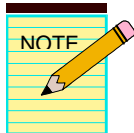
Postsecondary education entities should contact the OPB budget analyst and budget manager who handle higher education issues and budgets to determine appropriate LaPAS user structures.

Forms: To designate LaPAS data entry and approval authority users, use the forms available on the LaPAS page of the OPB website. There are separate forms for data entry users and approval authority users. To keep the list of secure LaPAS ID holders current, provide the OPB with updated information whenever changes in user status occur. Because of security concerns, the OPB terminates LaPAS access for users who no longer perform LaPAS functions.

REMEMBER

It is not necessary to have a secure LaPAS ID to view performance data in LaPAS. The LaPAS view function is accessible on the LaPAS main page of the OPB website (http://www.state.la.us/opb/lapas/lapas.htm).

Help: Direct questions to the appropriate OPB budget analyst or budget manager. OPB staff assignments   and   contact   information   are   available   on   the   OPB   website (http://www.state.la.us/opb/index.htm).